

Course Syllabus

<u>Course Title:</u>	Surface Inspection and Enforcement for Fluid Minerals
<u>Course Code:</u>	BLM-TC-3100-32
<u>Facilitator:</u>	BLM National Training Center (NTC)
<u>Material Location:</u>	https://www.ntc.blm.gov/krc/viewresource.php?courseID=1126
<u>Type of Course:</u>	Blended (Distance Learning; Virtual Meetings; DOI Talent)
<u>Course Duration:</u>	May 25 – July 01, 2021
<u>Course Prerequisite:</u>	Writing and Issuing Written Orders and INCs for Environmental/Surface Oil and Gas Inspections (BLM-TC-3100-24)
<u>Target Participants:</u>	Natural Resource Specialists, Physical Scientists, Environmental Protection Specialists, Surface Compliance Technicians, and similar positions who perform Oil and Gas Surface Inspection and Enforcement activities related to fluid minerals actions and development.
<u>Post-test Passing Grade:</u>	≥80%

I. Course Description:

The goal of this course is to train subject-matter experts (SME) to conduct environmental/surface compliance inspections and issue enforcement actions in accordance with national Bureau of Land Management policy and regulatory guidance. Participants enrolled in this course will have the responsibility of completing distance learning through reviewing course material and completing assigned exercises in addition to attending virtual meetings with instructors, NTC administrators, and other course participants.

II. Course Objectives: By the end of this course each participant should be able to:

1. Identify and prioritize environmental/surface inspections.
2. Conduct action research for environmental/surface inspections.
3. Gather inspection personal protective equipment, other equipment, and supplies.
4. Conduct environmental/surface inspections.
5. Record undesirable events and conduct undesirable event inspections.
6. Document environmental/surface and undesirable event inspections.
7. Conduct initial enforcement actions.
8. Conduct additional enforcement actions.

III. Course Format:

This course follows a **blended format** to train participants how to conduct environmental/surface compliance inspections and issue enforcement actions.

Participants will complete an online and distance learning component, which includes:

- (1) Completing a course pre-test in DOI Talent.
- (2) Reading and reviewing the lessons' Job Aid documents.
- (3) Watching video tutorials.
- (4) Completing exercises for each lesson.
- (5) Attending live virtual meetings online.
- (6) Completing the course's field exercise and project presentation.
- (7) Completing the course post-test on DOI Talent.

IV. Online Course Work:

Assigned course work such as Job Aid reviews, video tutorials, and exercises must be completed before attending the live, online webinars. The live, online webinars will be using the Zoom application, and the link to the meetings will be provided through an email notification. The online Job Aid documents provide the participants with the baseline knowledge needed to participate in the live, online webinars. Webinars will include a review of lesson Job Aids, live demonstrations by instructors, and instructions on completing lesson exercises. The webinars are interactive; therefore, participants must come prepared and ready to participate. Job Aids and other course material are available on the [Knowledge Resource Center \(KRC\) course site](#). Policy, regulation, and other helpful documents that are referenced in the course can be found on the [NTC Fluid Minerals SharePoint site](#). See **Attachment 1** of this document to view a more detailed outline of all required course work.

V. Course Schedule:

Assignment	Start Date	End Date	Duration	Location
Complete Course Pre-Test	05/17/2021	05/21/2021	120 Minutes	DOI Talent
(1) Read Module 1- Lesson 1 Job Aid (2) Watch AFMSS 2 Training Videos	05/17/2021	05/21/2021	Self-Paced	Online/Knowledge Resource Center (KRC)
Attend Webinar 1 “Course Introduction” and “Module 1-Lesson 1”	05/25/2021	05/25/2021	4 Hours	Online/ZOOM (Live)
(1) Read Module 1- Lesson 2 Job Aid	05/25/2021	05/26/2021	Self-Paced	Online/KRC
Attend Webinar 2 “Module 1-Lesson 2”	05/27/2021	05/27/2021	4 Hours	Online/ZOOM (Live)

Assignment	Start Date	End Date	Duration	Location
(1) Complete M1-L2 Exercises (2) Read Module 1-Lesson 3 Job Aid	05/27/2021	05/28/2021	Self-Paced	Online/KRC
Attend Webinar 3 “Module 1-Lesson 3”	06/01/2021	06/01/2021	4 Hours	Online/ZOOM (Live)
(1) Read Module 1-Lesson 4 Job Aid [Beginning to end of ES-SD section] (2) Watch Video Tutorial (Clinometer)	06/01/2021	06/02/2021	Self-Paced	Online/KRC
Attend Webinar 4 “Module 1-Lesson 4” PART 1	06/03/2021	06/03/2021	4 Hours	Online/ZOOM (Live)
(1) Read Module 1-Lesson 4 Job Aid [Section ES-IR to end of lesson] (2) Watch Video Tutorial (Veg Survey)	06/03/2021	06/07/2021	Self-Paced	Online/KRC
Attend Webinar 5 “Module 1-Lesson 4” PART 2	06/08/2021	06/08/2021	4 Hours	Online/ZOOM (Live)
(1) Read Module 1-Lesson 5 Job Aid (2) Complete M1L4 Exercise	06/08/2021	06/09/2021	Self-Paced	Online/KRC
Attend Webinar 6 “Module 1-Lesson 5”	06/10/2021	06/10/2021	4 Hours	Online/ZOOM (Live)
(1) Complete M1-L5 Exercises (2) Read Module 1-Lesson 6 Job Aid	06/10/2021	06/14/2021	Self-Paced	Online/KRC
Attend Webinar 7 “Module 1-Lesson 6”	06/15/2021	06/15/2021	4 Hours	Online/ZOOM (Live)
Attend Webinar 8 (1) Module 1 Review (2) Module 2 Introduction	06/17/2021	06/17/2021	4 Hours	Online/ZOOM (Live)

Assignment	Start Date	End Date	Duration	Location
(1) Read Module 2-Lesson 1 Job Aid	06/17/2021	06/21/2021	Self-Paced	Online/KRC
Attend Webinar 9 “Module 2-Lesson 1”	06/22/2021	06/22/2021	4 Hours	Online/ZOOM (Live)
(1) Complete M2-L1 Exercises (2) Read Module 2-Lesson 2 Job Aid	06/22/2021	06/23/2021	Self-Paced	Online/KRC
Attend Webinar 10 “Module 2-Lesson 2”	06/24/2021	06/24/2021	4 Hours	Online/ZOOM (Live)
Attend Webinar 11 (1) Student Presentations	06/29/2021	06/29/2021	4.5 Hours	Online/ZOOM (Live)
Attend Webinar 12 (1) Student Presentations (2) Course Conclusion	07/01/2021	07/01/2021	4.5 Hours	Online/ZOOM (Live)
Complete Course Post-Test	07/01/2021	07/08/2021	120 Minutes	DOI Talent

VI. Course Schedule Notes:

Course Pre-Test – The course pre-test will be made available for one week to participants to complete in DOI Talent. The course pre-test will help instructors understand the experience level of participants and help evaluate the effectiveness of the course when compared to post-test results.

Webinar 1 – The start time for Webinar 1 is **8:00 am** (MST). An email invite for this initial webinar will be sent by the NTC Administrator to each participant. (Note: Each webinar email invitation will include a link and teleconference passcode to attend the webinar.) The first half of this webinar will include instructor/participant introductions, and the NTC Administrator will be reviewing the course syllabus, providing a course overview, providing general instructions for completing the course and assignments, and providing course objectives as well as answering any participant questions. Participants will also be familiarized with using the online Knowledge Resource Center (KRC) and Zoom virtual classroom during this meeting.

During the second half of this webinar, instructors will conduct an engaging review of Module 1-Lesson 1, which will include active participation from the students. During the webinar, the instructors will conduct demonstrations and provide directions for completing exercises for Module 1-Lesson 1. The exercises are to be completed by the students during the webinar. The

participants must read the Job Aid for Module 1-Lesson 1 and watch the AFMSS 2 training videos (*see Section VII of this syllabus*) prior to attending Webinar 1.

Webinars 2 – The start time for Webinar 2 is 8:00 am (MST). During this webinar, instructors will conduct an engaging review of Module 1-Lesson 2, which will include active participation from the students. During the webinar, the instructors will conduct demonstrations and provide directions for completing exercises for Module 1-Lesson 1. The exercises for this lesson are to be completed by the students after the webinar. The participants must read the Job Aid for Module 1-Lesson 2 prior to attending Webinar 2.

Webinar 3 through 7 – The start time for Webinar 3 through 7 is 8:00 am (MST). These webinars are similar in format to Webinar 2. Instructors will conduct an engaging review of each lesson in each webinar, which will include active participation from the students. During the webinars, the instructors will conduct demonstrations and provide directions for completing exercises for corresponding lessons. The exercises are to be completed by the students during or after the webinars. The participants must read the Job Aids for each lesson prior to attending each corresponding webinar.

Webinar 8 – The start time for Webinar 8 is 8:00 am (MST). The webinar will be divided into three parts. During the first part of this webinar, the NTC Administrator will lead an engaging review of Module 1 lessons and provide course objectives for Module 2 lessons. During the second part of this webinar, the NTC Administrator will also explain how to complete the course exercise and project presentations. During the third part of this webinar, the instructors will lead demonstrations on how to conduct the five inspection activities.

Webinar 9 and 10 – The start time for Webinars 9 and 10 is 8:00 am (MST). These webinars are similar in format to Webinar 2. Instructors will conduct an engaging review of each lesson in each webinar, which will include active participation from the students. During the webinars, the instructors will conduct demonstrations and provide directions for completing exercises for corresponding lessons. The exercises are to be completed by the students during or after the webinars. The participants must read the Job Aids for each lesson prior to attending each corresponding webinar.

Webinar 11 and 12 – The start time for Webinar 11 and 12 is 8:00 am (MST). During these webinars, participants will present their documentation on an inspection they conducted in their field office as well as their enforcement action documentation. Details on the participant presentations are found in the KRC website with all other course material.

Course Post-Test – The course post-test will be made available for one week to allow participants to complete the test in DOI-Talent. Once the post-test is started by a participant, that

participant has 120 minutes to complete the post-test in DOI Talent. The course post-test will help evaluate the effectiveness of the course when compared to pre-test results.

VII. AFMSS 2 Training Videos

Prior to attending Module 1 Lesson 1 for this course, each student must watch the training videos found on the “AFMSS 2 Training Videos Assignment” document in the course’s [KRC site](#).

VIII. Criteria for Course Completion/Credit:

Participants must:

- **Attend all webinars outlined in the schedule.**
 - Participate in discussions/reviews
 - Participate in exercises
- **Complete all course assignments by end dates indicated in syllabus.**
 - Read Job Aids for all lessons
 - Complete lesson exercises
 - Present inspection and enforcement documentation at conclusion
- **Complete Post-Test**
 - Participant must pass the post-test with at least an 80%

IX. Remediation:

In the event a participant does not meet a course requirement, the participant will notify the NTC Administrator immediately. The NTC Administrator will then schedule a meeting immediately with the NTC Program Coordinator to discuss:

1. Requirement(s) met/not met.
2. Reasoning/Circumstances/Root Causes
3. Possible solutions
4. Action Plan

Every attempt will be made to assist participants in meeting all course requirements covered in this syllabus. However, it is each participant’s responsibility to meet all the requirements covered in this syllabus in order to receive course credit unless there are circumstances beyond his/her control. In the event of such circumstances, the NTC Administrator and/or course instructor must be notified immediately by the participant so that a plan of action can be formulated. Action plans can include the following based on the circumstances:

1. Re-take the course at the next offering.
2. Schedule and complete those requirements not attempted.
3. Re-schedule and complete those requirements attempted but not met.
4. Recommendation for training program assistance other than delivery.

X. Attendance & Course Deliverables Policy:

In order to receive full credit for the course, participants must attend and actively participate in all webinars for the entire length of the webinars, complete all course assignments and exercises, and present inspection and enforcement documentation at the conclusion of the course in accordance with the course syllabus and schedule. **No exceptions to this policy will be made unless circumstances beyond the control of the student or staff are evident.** In the event a participant cannot attend an online webinar or complete assignments or post-test on the dates/times indicated in the course syllabus, the participant will be dropped from the course and notified by the NTC Program Coordinator.

If a participant has technical difficulties during a webinar or exercise, the participant must immediately notify an instructor or the NTC Administrator by any means necessary (e.g., email, Microsoft Teams chat, phone call, etc.). The participant must explain what happened. The participant must also make a good faith effort to rejoin the webinar.

Throughout the course, instructors will note any lack of participation from any participant. After each webinar, instructors will convene and determine if any participant failed to participate in any given activity. If the instructors note a lack of participation from a participant (i.e., did not respond when asked to participate in an activity), the NTC Administrator will notify the participant that the lack of participation was noted, and another incident of nonparticipation will result the removal of the participant from the course. The first incident will be a warning. If the instructors note another incident of nonparticipation in a separate webinar, then the participant and their supervisor will be notified by the NTC Program Coordinator that the participant has been removed from the course.

Breaks are scheduled into the webinars, but the participants may step away from the webinar to handle unforeseen circumstances **2 times per webinar**, but the step-aways **cannot last more than 2 minutes**. If a participant needs to step away from any given webinar for more than 2 minutes or more than 2 times per webinar, the participant must notify the NTC Administrator by email or private chat. Stepping away from the webinars for more than 2 minutes at a time or more than 2 times per webinar will be considered incidents of nonparticipation, unless the participant provides an adequate reason for stepping away for extended periods.

XI. Post-Test Retake

If a participant fails to pass the course post-test with an 80% or higher score, the participant will have one more opportunity to retake the post-test. The participant has 30 calendar days from the date the participant was notified of the first post-test score to schedule a date and time to retake the post-test. The participant must schedule a date and time with the NTC Administrator no later than 45 calendar days from the date the participant was notified of the failing score.

If a participant fails to pass the course post-test a second time with an 80% or higher score, the participant must retake the entire course and post-test at the field office expense. If the participant fails to pass the course post-test the third time after retaking the course a second time, the participant may retake the post-test a fourth time.

If the participant fails the post-test a fourth time, then the NTC Administrator and NTC Program Coordinator will determine an appropriate course of action for the participant.

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Attachment 1: Required Course Work/Assignments

Complete Course Pre-Test

Complete Before Webinar 1:

1. Review Course Syllabus

Location: KRC Filename: **XXX**

2. Read Job Aid for Module 1-Lesson 1

Location: KRC Filename: **XXX**

3. Watch AFMSS 2 Training Videos

Location: KRC Filename: **XXX**

Complete Before Webinar 2:

1. Read Job Aid for Module 1-Lesson 2

Location: KRC Filename: **XXX**

Complete Before Webinar 3:

1. Exercises for Module 1-Lesson 2

Location: KRC Filename: **XXX**

2. Read Job Aid for Module 1-Lesson 3

Location: KRC Filename: **XXX**

Complete Before Webinar 4:

1. Read Job Aid for Module 1-Lesson 4 (Beginning to end of ES-SD)

Location: KRC Filename: **XXX**

2. Watch Video Tutorial (Clinometer)

Location: KRC Filename: **XXX**

Complete Before Webinar 5:

1. Read Job Aid for Module 1-Lesson 4 (ES-IR to End of Lesson)

Location: KRC Filename: **XXX**

2. Watch Video Tutorial (Vegetation Survey)

Location: KRC Filename: **XXX**

Complete Before Webinar 6:

1. Exercises for Module 1-Lesson 4

Location: KRC Filename: **XXX**

2. Read Job Aid for Module 1-Lesson 5

Location: KRC Filename: **XXX**

Complete Before Webinar 7:

1. Exercises for Module 1-Lesson 5

Location: KRC Filename: **XXX**

2. Read Job Aid for Module 1-Lesson 6

Location: KRC Filename: **XXX**

Complete Before Webinar 8:

No Assignments

Complete After Webinar 8:

1. **Conduct an ES-SP Inspection for the Course Exercise (see Exercise Handout)**

Location: KRC

Filename: **XXX**

Complete Before Webinar 9:

1. **Read Job Aid for Module 2-Lesson 1**

Location: KRC

Filename: **XXX**

Complete Before Webinar 10:

1. **Exercises for Module 2-Lesson 1**

Location: KRC

Filename: **XXX**

2. **Read Job Aid for Module 2-Lesson 2**

Location: KRC

Filename: **XXX**

3. **Submit I&E Documentation for Course Exercise**

Complete Before Webinar 11 and 12:

1. **No Assignments**

Complete Post-Test between **07/01/2021 and 07/08/2021**